

## Transferring Data to the Show-me Ratemaker Software

### Instructions:

If you have already been using an older version of our user charge analysis software, congratulations, and thank you. You have already produced a good picture of your user charge system, or you are on your way. But now, you should transfer your data and information into the new software, the Show-me Ratemaker. This is how you can do that.

#### **If you prefer the straightforward, simple method, proceed like this:**

1. Print out all the worksheets that have highlighted cells.
2. After copying the new software onto your hard drive, open the new sewer or water analysis software that corresponds to the sheets you just printed out.
3. On the top tool bar, click on “File,” then click on “Save as” and name the file something different than the master copy in the software suite.
4. Using the printed sheets, type the data and information in the appropriate cells of the new file you just created.

If you are a fast keyboarder and numbers keypadder, you can make the transfer in just a few minutes. Be careful, especially in the Usage Profile chart, to accurately transfer the data.

#### **If you prefer doing block copy and paste (this is our main method when switching software because accuracy is more assured), proceed like this:**

1. After copying the new software onto your hard drive, open the new sewer or water analysis software.
2. On the top tool bar, click on “File,” then click on “Save as” and name the file something different than the master copy in the software suite.
3. Move and size down the document window so it only takes up the right half of your computer screen.
4. Click on the tab at the bottom of the screen to open the Usage Profile chart. This is the first chart you will copy data into.
5. Now, open the file of the analysis you have already completed or are working on that you want to convert to the new software.
6. Move and size down this window so it only takes up the other half of your computer screen.
7. In the old software, click on the tab at the bottom of the screen to open the Usage Profile chart. Now you have the same worksheets from the old and new software open side-by-side. Move the cursor to the cell where you entered the name of this analysis; something like “City of Wonderful, Current Rates Scenario” and click on it. On the top tool bar, click on the icon that shows two pages (the copy button.) You have now copied this cell to the clipboard.
8. Move your cursor to the new version software window. Click on the analysis name cell. On the top tool bar, click on the clipboard icon (the paste button.) Now you have copied this information from the older version of the software to the new.
9. Continue this process throughout all the worksheets that call for data entry.

10. To copy blocks of cells, use the process above except you need to highlight blocks of cells for copying. To do that, position the cursor at the top left cell in the block you want to copy. Left click on the mouse and hold down the mouse button as you drag the cursor to the bottom right cell in the block. Let off the button and the whole block will be highlighted. (Note: you cannot include unhighlighted cells in this copy block. Also note: if the version of the software you already have is very old, some of the cells have been moved in the new version, plus the new software asks for some new and different information that the oldest versions did not include.) Now click the copy button on the top tool bar. You have now copied this block of cells to the clipboard.
11. Move the cursor to the **top left** cell in the new software window you want to paste into and click on it. Then, click the paste button on the top tool bar. Information for all the cells has now been copied into the new software.

This procedure will probably take you about 20 to 30 minutes to do the entire analysis.

**Now, review the new analysis** and compare it to your old one. You will see some formatting and other changes, but especially compare the results between the two versions. Some of the results will probably be different. They may even be so different that you will now want to revise your rates differently than before.

You are likely to have questions while performing analyses. As you do, please feel free to call our user charge specialist at (573) 526-6627 or 1-800-361-4827, or E-mail us at [oac@dnr.mo.gov](mailto:oac@dnr.mo.gov). We want to help you produce a great analysis.